



Foreign Affairs Handbook

3 FAH-1 Personnel Operations Handbook

Transmittal Letter: POH-38

Date: December 19, 1997

SUBCHAPTER 3 FAH-1 H-1520

PROCESS FOR DEPARTMENT OF STATE CIVIL SERVICE AND FOREIGN SERVICE EMPLOYEES OR EMPLOYMENT APPLICANTS ALLEGING SEXUAL ORIENTATION DISCRIMINATION

MAJOR CHANGES

1. This is a new issuance which will provide employees and employment applicants the first Department-wide and uniform complaints process upon which to seek redress for claims of sexual orientation discrimination. The process reflects and implements the President's and Secretary's public policy positions against sexual orientation discrimination.

2. Presently, Department personnel may only raise such claims under negotiated grievance procedures (NGP) or a statutory grievance procedure that encompass allegations of sexual orientation discrimination. The new Department wide procedures would not preclude present NGP access but would provide an additional option. However, an employee will be bound by his/her election of remedy as determined by the time of filing a grievance or complaint.

3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Insert the attached subchapters 3 FAH-1 H-1520 (10 pages total) at the appropriate location in 3 FAH-1, **Personnel Operations Handbook**.

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:POH-38, and initial.

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(S/EEOCR)